

Color Coding the Calendar in SharePoint 2013

You can color code your calendar based on what you choose for the Category field when adding an event to a SharePoint Calendar.

First you will have to make sure the categories are set up in the Calendar.

The default Category list for the calendar contains the following items:

Meeting	Get-together
Work Hours	Gifts
Business	Birthday
Holiday	Anniversary

To edit this Category list:

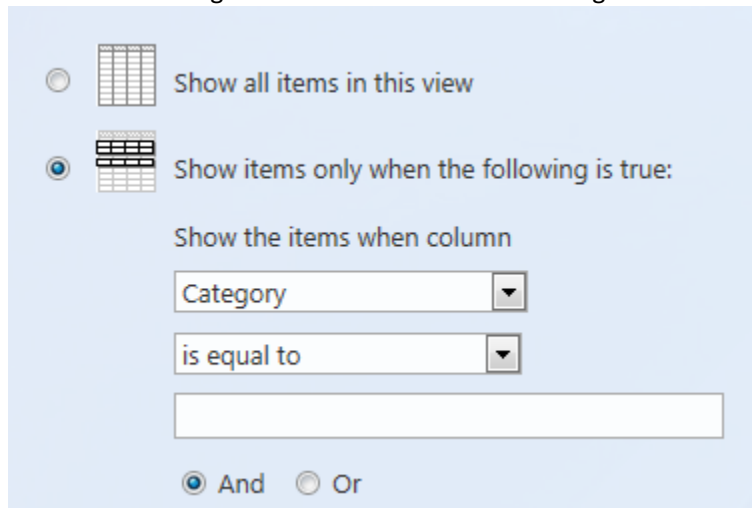
1. Go to your calendar, and click on the **Calendar** tab at the top of the page to edit the calendar.
2. Choose the “**List Settings**” button on the ribbon
3. Scroll to the “**Columns**” area and find the “**Category**” column and choose it to edit it.
4. On the Edit Column page, under **Additional Column Settings**, specify your categories (one per line), and/or delete the Categories you will not be using. Then click “Ok “

Your Categories are now set for this calendar.

The next step you will have to do is set the default Calendar. Therefore setting the color for any of the events that do not have a category chosen when they are entered into the calendar.

You will have to set the filter on the calendar view where category is equal to nothing/blank. To do this:

1. Go to your calendar, and click on the **Calendar** tab at the top of the page to edit the calendar.
2. In the ribbon on the top of the page, click “**Modify View**”
3. Scroll down to the **Filter** area and specify your filter (Select 2nd radio button for “Show items only when the following is true” and choose the following from the dropdown:



Show all items in this view

Show items only when the following is true:

Show the items when column

Category

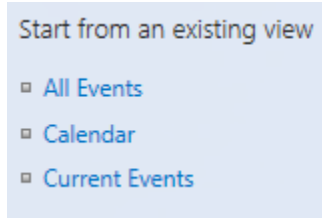
is equal to

And Or

Then click “Ok”

Now **create a view** for each color/category set:

1. Go to your calendar, and click on the **Calendar** tab at the top of the page to edit the calendar.
2. In the ribbon on the top of the page, click **“Create View”**
3. On the bottom half of the page you will see an option to start from an existing view. Choose **“Calendar”**



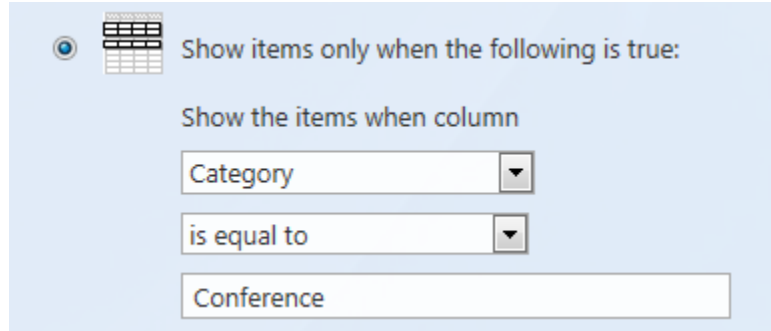
4. Name your new view accordingly. (Maintaining the category names that you have set up in the Category list on the calendar is an easy way to identify the views.)
5. Keep all default options for the form, but change the Filter area: Scroll down to the Filter and specify your filter for the category:
Select **Show items only when the following is true** and under **Show the items when column** enter:

Category

Is equal to

(Your first category name)

***with each view the category name will be the only thing changing**



then click **“OK”**


Continue these same steps to create each view. At the end, you should have a few views.

Once your views are made, go to your site home page and browse to your calendar page. This will ensure we're on the default page that your users will also access.

Now let's bring it all together:

1. Go to your calendar, and click on the **Calendar** tab at the top of the page to edit the calendar.
2. In the ribbon on the top of the page, click "Calendars Overlay" button
3. Click "New Calendar" button

Settings ▶ Calendar Overlay Settings

 [New Calendar](#)

4. Name your new calendar, preferably the same name as your view/category
5. Maintain all defaults on the form.
6. Select a color
7. Click **Resolve**
8. Select your "**Calendar list**"
9. Select the "**View**" that corresponds to the color overlay you are creating
10. Check "**Always Show**"
11. Click "**OK**"

Do this for each view and then click "OK" to return to your calendar.

Now you have a color coded calendar! You'll also see a legend on the left, which helps define the colors for your users.